

**Jefferson County
Position Description**

Name:	Department: Health
Position Title: Accountant II	Pay Grade: 7 FLSA: Non-Exempt
Date:	Reports To: Health Director

Purpose of Position

Performs accounting support for the department, including analyzing and maintaining financial records, processing, tracking, and reporting of grant expenditures and revenues, ensuring accounts are current and accurate using specialized software, spreadsheets and other tools to track and manage data. This position is primarily responsible for the preparation of the Health Department budget for review by the Director. This position also is primarily responsible for preparation of grant budgets, properly coding and processing grant expenditures and preparation of grant expenditure reports in accordance with state and federal requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and properly maintains department financial records.
- Provides research of data/resources and financial spreadsheets and prepares and submits reports for management. Provides financial analysis of department revenue and expenditures to Director and Board of Health.
- Prepares initial annual budget for Director's review and updates budget as requested by Director. Assists Director with budget and grant budget reports for Public Health Preparedness and WIC and provides Director with financial statistics for Health Department Annual Report. Files Budget Amendment Forms with correct revenue and expense account numbers.
- Works closely with County Finance Department. Provides data for County auditors and State WIC audits/reviews. Compiles end-of-year closeout of revenues and expenses for business units/ORGs to balance with Finance Department.
- Tracks program updates and recertification requirements for Medicare Part B and Medicaid programs. Prepares and submits annual State WI Medicaid Cost Report (WIMCR).
- Pulls paid claims and matches to insurance remittance advices for filing with deposit summaries.
- Monitors revenue and expenses of grants and compiles a monthly grant summary for management.
- Processes, files, and submits State CARS Expenditure Reports.
- Monitors budget allowances for staff requests and obtains educational and health fair materials.
- Makes deposits weekly and submits to Treasurer Department.
- Processes Accounts Payable invoices, determining correct funding source for each expense. Reconciles monthly department charge card statement.
- Processes journal entries in accounting system for adjustments to operating accounts.
- Provides excellent customer service to the general public, consumers and vendors and backs-up Administrative Assistant II for staff payroll/timesheet entry.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Orders medical and office supplies for department.
- Take minutes at quarterly Board of Health meetings.
- Assists with proofreading Health Department communications as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Four years related experience and/or training with 2-years advanced related education; or a bachelor's degree from a college or university in Accounting or related field; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience; or equivalent combination of education and experience. Experience with medical claims billing or grant funding resources. Knowledge and/or experience with Governmental Accounting Standards Board (GASB).

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Familiarity with the cost principles for the administration of federal grants in accordance with 2 CFR 200.
- Familiarity with grant compliance requirements as defined by Wisconsin State Single Audit Guidelines.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
